



Brightwell-cum Sotwell Parish Council

To Members of the Council: you are summoned to attend the Meeting of Brightwell-cum-Sotwell Parish Council on **Tuesday 21st July 2026** in the Stewart Room, Village Hall, Brightwell-cum-Sotwell commencing at 7.30pm.

Members of the Public: you are invited to attend. Any members of the public wishing to address the Council during the formal meeting must make the Chair aware of their intention before the meeting starts. Under the Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public wishing to record the meeting are asked to notify the Chair of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

AGENDA for Parish Council Meeting

1. **Apologies for absence** – to receive apologies.
2. **Declarations of interest** – to receive any declarations of interest from Councillors relating to items on the agenda, in accordance with the Council's code of conduct.
3. **Public Participation** – to receive questions from the public relating to items on the agenda in accordance with the Council's code of conduct and standing orders:
4. **Reports from District & County Council** – for information only
5. **Minutes** – to confirm Minutes of meeting held on 16th June 2026
6. **Update on progress from previous Minutes** – the Chair/Councillors will report on progress of outstanding items which do not require further decision.
 - i) Pavillion update: **Cllr. R Nielsen**
 - ii) Village Hall Update: **Cllr. G Gilgrass**
 - iii) Playground update: **Cllr. G Gilgrass to include Red Phone Box**
7. **Finance**
 - **Financial Report** – to receive the reports for information.
 - **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements.
 - **Grants** - to consider any requests received:
 - **Invoices for Payment** – to consider invoices for payment itemised on the payment schedule.
8. **Planning**
 - **Planning Applications** – to consider all recent Applications received from South Oxford District Council detailed below and any other Planning Applications submitted between the circulation of this Agenda and the meeting.

P26/S1954/HH	Malthouse Orchard, BCS – Single Storey Extension	22/7/2026
P26/S1328/GEN	Farthing Corner, BCS -Fencing & Planting	Response S Crawford 1/7/26
P24/S3481/0	Land West of Shillingford Road	Appeal – no comments needed currently (comments can be added up until 10/8/26)

9. Parish Matters – to consider any parish matters to include Clerk's Report

- a) **Clerk's Report**
 - b) **OHIS – Re Archived Minutes:** Email to state unsigned duplicate minutes Sep 2007-Oct 2009: consent to destroy
 - c) **Jubilee Pavilion – Councillor Trustee** – Induction pack letter for new Councillors – review **Cllr C Hollebone**
 - d) **Policies:** Reviewed by **Cllr. K Sherman**, Reserves Policy to be re-adopted, **Cllr. D Fisher**, Vexatious Complaints, Publication Scheme, **Cllr, R Nielsen**, Grants Policy & Tender Policy, Confirm re-adoption of the Planning Committee Procedure Policy **Cllr. C. Hollebone**
- Parish **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by **31/8/2026**
 - **Date of next meeting** - to confirm the date of the next meeting as **Tuesday 22nd September 2026**

JA Gray

Dated:13/07/2026

Nettie Gray, Clerk to the Parish Council The Stewart Hall, West End, Brightwell-cum-Sotwell, Oxon, OX10 0RY 07354 619382	clerk@brightwellcumsotwell-pc.gov.uk www.brightwellcumsotwell-pc.gov.uk
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